



## Financial Management Modernization Initiative (FMMI) Fiscal Year 2021 Yearend Meeting Recap

<b>Meeting Date:</b>	September 2, 2021, 10:00 am – 11:00 am, Central
<b>Location:</b>	Teams Meeting
<b>Purpose:</b>	Year End Activities
<b>Desired Outcome:</b>	Plan and improve yearend close process for FY 2021.

### Attendance

Name	Present?	Name	Present?
AMS	X	OBPA	X
OPPE	X	OCFO	X
APHIS	X	OCIO	X
ARS	X	Office of Hearings and Appeals (NA)	X
CCC	X	OIG	X
Chief Economist	X	OSEC	X
Civil Rights	-	Procurement Systems Division	-
Communications	X	RD	X
DM	X	RMA	-
ERS	-	Agreements Management Branch	X
FAS	X	Asset Reconciliation Branch	-
FNS	X	BI Backend Processing	X
Forest Service	X	Customer Support Branch	X
FPAC – Business Center	X	Financial Reporting Branch	X
FSA	X	IPAC Branch	X
FSIS	X	Master Data Management Branch	X
General Counsel	X	Processing Services Branch	-
Homeland Security	X	System Security	-
NASS	X	Working Capital Fund	-
NIFA	X	Quality Production Management	X
NRCS	X	Consolidating Reporting Division	-

### Agenda

Time	Speaker	Topic
5 minutes	Kristie Guidry	Roll Call
15 minutes	Ella Robertson	Year End Timeline
5 minutes	Andrew Grady	Canceling Year Open Items
10 minutes	Perri Johnson	Parked Documents/ABCO Rejects
5 minutes	Martha Dixon-Dillard	ServiceNow Status
20 minutes	All	Open Discussion

## **FY 2021 Year End Meeting Minutes**

- Year End Timeline – Ella Robertson
  - No activities this week
  - Item 1 – processing accruals. Will get in by the end of next week (7-10<sup>th</sup>). Date was updated in the document.
  - Some dates are out of order. Will correct and send out again.
  - Item 4 - Cancelling year ABCO roll - Sept 10<sup>th</sup>
    - The accrual is based on the number of days that you have not recorded in Sept. Accruing thru the end of the month. (PP19 100%, PP20 40%). Possibly change verbiage to say September instead of specific PP.
- Canceling Year Open Items – Andrew Grady
  - Canceling balance sent on Wednesday –
    - Still have a couple of agencies with open balances
  - Advances – a few agencies remaining
  - Direct – FNS has majority of the AR balances & same with ULO
  - Will be ramping up for end of year in September. FRB will send reports out weekly
  - Reimbursable cash is looking better. Getting lower. Continue to work those balances.
  - Please reach out to your FRB accountant or supervisor with any questions/concerns.
- ABCO Rejects – Perri Johnson (Doesn't have internet service). Ella gave report.
  - Broke out the cancelling year activity. Need to work on getting these ABCO rejects cleared.
- Parked Documents – Ella Robertson
  - Parked documents doing well. Small dollar amount in the 3<sup>rd</sup> quarter (May and June) asking that you get those cleared out. Still had some July activity. Hopefully we can clear. When we go into Sept, there are Aug activities that need to be cleared.
  - Will have a new report next week and Perri should be on the line.
- Service Now – Martha Dixon-Dillard
  - 12 tickets for year end
    - 9 Incidents
    - 2 Enhancement
    - 1 Defects
  - Darrell Kennedy – Ticket numbers have grown from last week. Will have Tier 2 look at these so they will not build up. Will reach out to the agencies to see if we resolved your problem.
- Open Discussion
  - Next meeting will be Thursday, Sept 9<sup>th</sup>

### Action Items

Description	Responsible Person	Due Date	Notes
Year End Timeline -Update document. Some dates are out of order. Will send back out.	Ella Robertson		-
Year End Timeline - Item 4 Change verbiage to September.	Ella Robertson	-	-
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